



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 12/18/2015

Closing Date: 01/04/2016

Position Title: Part-Time Transporter

Department: Education

Work Schedule: Varies

Wage Rate: Pay Range 9: \$11.82 /HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Approved by TRTC: 10/22/2013
Revised and Approved on: 10/23/14



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

TITLE: Part-Time Transporter **WORKSITE:** Tule River Indian Study Center
568 W. Olive Ave.
Porterville, CA 93257

SUMMARY POSITION DESCRIPTION

The Transporter will be responsible for the transporting of Education Department students, and may assist in preparing snacks.

DUTIES & RESPONSIBILITIES:

1. Transport students before and after services provided by the Education Department.
2. Responsible for maintaining, cleaning and fueling the van.
3. Submit written reports as needed.
4. May be required to assist in preparing snacks as needed.
5. Report needed repairs and safety concerns.
6. All other duties assigned.

QUALIFICATIONS:

1. High School diploma or GED preferred.
2. Must possess a valid California Class B or A Drivers license with Passenger Endorsements and be insurable through the Tribe.
3. Must successfully clear a TB skin test.
4. Must successfully complete background investigation and pre-employment drug/alcohol screen.
5. Must be able to work and transport youth from K-12th grade.
6. Must be professional, polite, and respectful towards all guests.
7. Excellent interpersonal skills with demonstrated patience, tact and respect.
8. Must be dependable and able to work flexible hours based on the departments needs.
9. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.

KNOWLEDGE SKILLS & ABILITIES:

1. Ability to read and comprehend documents pertaining to Tribal policy & procedures, rules & regulations and operating instructions.
2. Ability to take and follow directions

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3. Ability to attend job related training.
4. Ability to work weekends and Holidays (when needed).
5. Ability to work shifts that may exceed 8 hours (when needed).
6. Ability to write reports.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing in the performance of daily activities. Able to work a flexible schedule. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue. Acute hearing is required. Regularly works in outside conditions that include inclement weather, heat and humidity. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. Noise level is generally moderate. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a vehicle or equipment.

This position reports to:	Transportation Supervisor
Supervises:	None
Salary Range:	Pay Range 9: \$11.82/ Hr Paid Bi-Weekly/ Overtime Eligible
Hours:	Varies
Benefits:	None

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT